

FTA Initial request for information for testing procedures (8/9/2011)

1. As of June 30, 2011; The completed schedule of accrued expenses, appropriate sub-schedules, base supporting documents (internal or external as appropriate). All documents should be cross referenced to the appropriate adjoining levels of detail (upstream and downstream).
2. * Complete listing of cash disbursements from June 1 - July 31, 2011.
3. Updated SOP "Procedure 606" presented previously in Attachment C.
4. Updated SOP named "Index Grant Exception Report" presented previously in Attachment D. Index Grants Exception Reports for each week in June and July 2011.
5. Any form of output from the automatic reversal of UAP/IG fees if it is operational. A walk-through of the automatic-reversal process will assist in our understanding.
6. Updated SOP named "Daily Bus Farebox Cash Revenue Variance Analysis Procedure" presented previously in Attachment G.
7. The June and July 2011 summary of Cash Box reconciliations. Also have available the daily reconciliations for detail examination.
8. Updated SOP named "Daily Transit Service Center (Kiosk) and Pass Sales Office Cash Revenue Reconciliation Procedure" presented previously in Attachment G.
9. The July 2011 summary of Kiosk reconciliations. Also have available the daily reconciliations for detail examination.
10. Copy of 2011 Force Account Plan and most recent Final Cost Allocation Plan. Supporting documentation in detail by employee for incurred 2011 costs. Walk through of any upgrades to PM labor reporting system.
11. Have available for review any contracts, not previously reviewed by the FMO that have FY11 disbursements charged to federal index codes.
12. Listing of all contracts for which MDT intends to apply for FTA reimbursements during FY10 and FY11.
13. * Detailed listing of all unreimbursed eligible expenditures associated with only those grants identified by FTA Region IV for reimbursement (see attached) consideration. Also provide all source documentation such as calculations, vouchers, detail payroll reports and underlying contracts. The formal approved package must be based on MDT's SOP process (ARRA and Non ARRA). Package (s) with errors will not be considered for reimbursement until a detailed examination of the processing error(s) is reviewed and evaluated.
14. Current list of all FTA index codes MDT has used in fiscal 2010 and 2011.
15. Detailed information on any system upgrades (e.g. financial)
16. Signed copies of interlocal agreements for ARRA projects.

* Email prior to the site visit August 17, 2011, as soon as possible.

Note: There may be additional requests during the on-site review.